

REYNOLDS SUMMER 2020 REOPENING PLAN

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COVID-19 Summer Reopening Plan

I. Guiding Principles

To develop a plan that is rooted in best practices to strive to meet the safety, health, and well-being of the entire college community and to continue the mission to provide an accessible and quality education and to build a skilled workforce.

Our plan will be aligned and consistent with the Governor's Executive Orders, and *Forward Virginia*, a phased approach for reopening Virginia (chart below). The college will also follow recommendations from the VCCS's Safe Reopening of Instructional Spaces checklist, Centers for Disease Control and Prevention (CDC), and Virginia Department of Health (VDH). Reynolds is committed to compliance with all directives of the CDC and VDH. The health of our campus community members is a priority.

We will make amendments to the plan and protocols as necessary as we continue to learn more about the novel COVID-19 virus.

This plan will be in effect for Reynolds Summer Semester through July 31, 2020. A Fall Semester 2020 plan will be provided following the Governor's Higher Education Reopening Guidance.

II. Reopening Phases for Virginia		
Phase 1	Phase 2	Phase 3
<p><i>(Service region – 5/15/2020, City of Richmond – 5/28/2020)</i></p> <ul style="list-style-type: none"> ● Instead of a stay-at-home order, people should consider themselves safer at home ● No social gatherings of more than 10 people ● Continued social distancing ● Continued teleworking ● Face coverings recommended in public ● Easing limits on business and faith communities (guidelines include social distancing, enhanced cleaning and disinfection, and enhanced workplace safety) 	<p><i>(Service region – 5/28/2020, City of Richmond – 6/12/2020)</i></p> <ul style="list-style-type: none"> ● Stay-at-home for vulnerable populations ● No social gatherings of more than 50 people ● Continued social distancing ● Continued teleworking ● Face coverings recommended in public ● Further easing of business limitations 	<p><i>(Service region – 7/1/2020, City of Richmond – TBD)</i></p> <ul style="list-style-type: none"> ● Stay-at-home for vulnerable populations ● Ban on social gatherings removed ● Capacity limits removed for establishments ● Continue heightened cleaning and disinfection ● Possibility of other measures

III. General and Student Communications

General Communication

Reynolds will provide timely, accurate communications to employees, students, visitors, and the public regarding academic and campus changes as well as health and safety protocols related to COVID-19 through a variety of mediums.

The college uses email distribution lists to communicate direct messages to employees and students. The college's news feed at [Reynolds.edu](https://reynolds.edu) contains campus-wide messages and [COVID-19](#) related messages. Answers to frequently asked COVID-19 related questions, resources, and other important information are also available on its web site.

REYNOLDS Alert is the college's mass notification system, where individuals can sign up to receive campus safety and weather alert notifications via text, email, and phone.

Reynolds posts important COVID-19-related messages and emergency information to its social media pages on Facebook, Twitter, and Instagram. The college also distributes information to the local media through news releases and media alerts as necessary.

Joe Schilling, Director of Communications, is a member of the college's crisis communications team and acts as spokesperson for the media.

Reynolds' COVID-19 Point of Contact is Amy Bradshaw, Vice President, Finance and Administration. Corliss Woodson, Associate Vice President, Human Resources responds to specific Human Resources related concerns, and Joe Schilling communicates with the Virginia Department of Emergency Management (VDEM) and the local health department.

Most classes are offered remotely this summer with a limited number of classes with labs, and hands-on training. Classes are scheduled on campus beginning June 25, 2020. Students, visitors, and guests will not be permitted on campus unless specifically to attend scheduled labs, hands-on training, Community College Workforce Alliance (CCWA) contract training, or skills assessments for workforce certification training programs. While CCWA career coaches and other professionals will conduct most CCWA program orientations remotely, occasional in-person orientations, designed for potential students without digital literacy skills or technology, will be held on campus for students with appointments.

Not all Reynolds buildings will be open.

Student Communication

Faculty will use Reynolds' email and notifications within Canvas to share details about their classes, including posting course instructions. Students should check their email and Canvas frequently. CCWA staff will contact CCWA students as to the expectations of students or invited visitors on campus.

IV. Measures to Reduce the Spread

According to the CDC, the novel virus is spread via respiratory droplets when individuals cough, sneeze or speak, and the virus may spread to hands from a contaminated surface and then to the nose, or mouth, causing infection. Prevention practices include handwashing, staying home when sick, and environmental procedures, such as cleaning and disinfection. (CDC, May 21, 2020)

Symptoms of COVID-19

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If you have symptoms of illness, seek healthcare if needed, and do not come to work or visit any Reynolds locations.

Vulnerable Groups

According to the CDC, some individuals' conditions may make them more vulnerable to the novel COVID-19 virus. Such conditions may include:

- Asthma (moderate to severe)
- Being immunocompromised
- Chronic kidney disease treated with dialysis
- Chronic lung disease
- Diabetes mellitus
- HIV
- Liver disease

- Older than the age of 65
- Serious heart conditions
- Severe obesity

Employees preferring to work remotely should discuss the option with their supervisor and review the [Telework Guidance and Tools](#) for information.

Employees unable to telework due to underlying health conditions or age are to contact the Human Resources Office for further guidance, which may require submitting an Accommodation request. [Policy 3-11 Reasonable Accommodation](#) guides these requests.

Potential COVID Exposure Reporting Protocols

Students

- Communicate potential exposure to the virus to your Instructor and/or the Office of the Dean of Students at (804) 523-5025.

Employees (includes visitor exposure)

- Please refer to the [FAQ's for Faculty and Staff](#) on handling specific issues.

V. Self-Check Before Going to Campus

Employees, students and student workers are to conduct a daily health screening by completing the [CDC Self-Check Questionnaire](#) before going to work or attending class.

VI. Student Health Safety Agreement

Students will be required to sign a "Student Health Safety Agreement" before attending classes. The agreement is a condition of returning to campus for in-person classes. ***The student must sign the document and agree to all "Student Expectations" before returning to class.***

- The form will be available in Canvas for students to complete before returning to class or will be emailed to the students to complete electronically.
- If the form is not available in Canvas or the student is unable to complete the form before returning to class, the student must bring the signed form

- on the first day of class. Students will not be allowed to attend class without a signed form.
- Students who are ill should not attend class. They should contact their Instructor via email, telephone, or Canvas to discuss appropriate adjustments to their classwork.
 - Faculty will be as reasonable as possible to assist students with completing course objectives should the situation warrant, especially students who are directly impacted by COVID-19 or who present documentation from their physician.
 - [Policy 1-15 - Eligibility of Students with Disabilities to Receive Accommodations](#) guides any requests not to use face coverings. Direct requests to the Office of Student Accommodations at OSA@reynolds.edu.

VI. Phased Staffing

The majority of the Reynolds workforce will continue to work remotely until further notice. The college will phase-in the return of employees. Face coverings, cleaning, and social distancing will be maintained. The order of returning to campus will be assessed and implemented according to mission-critical and essential operations, the need to access on-campus services, and the ability to monitor and manage specific work environments. Supervisors, deans, and vice presidents will work with their respective departments on their plan and communication. HR will provide a template to assist in the process.

All employees and student workers returning to the workplace are to follow the policies and protocols noted in this plan, as well as any subsequent communications.

All employees and student workers are asked to complete [CDC Self-Check Questionnaire](#) PRIOR to coming to campus.

Employees and student workers are to conduct a daily health screening by completing the [CDC Self-Check Questionnaire](#) before going to work.

VII. Personal Safety Practices

Face Covering

Effective May 29, Executive Order 63 requires individuals to wear a face-covering while inside buildings, including accessing state or local government buildings. All Reynolds employees, students, visitors, and guests are required to wear a face-covering or face shield in campus buildings. Face coverings/shields

may be removed in individual offices where there is room to allow for social distancing, or in meeting rooms which have sufficient space to ensure social distancing between the attendees. Face-coverings/shields are to be worn outside individual offices, including public areas such as classrooms, hallways, restrooms, and elevators, and when interacting with other employees.

Any college employee who is unable to wear a face-covering/shield for medical reasons must submit an exemption request under [*Policy 3-11 Reasonable Accommodation*](#). Please submit request forms to Corliss Woodson, AVP, Human Resources at cwoodson@reynolds.edu. Approvals/denials will come from the HR office.

Social distancing is expected inside buildings as much as possible.

Anyone entering college buildings without a face-covering will be provided a disposable mask upon entry. Disposable masks may only be worn for one day and then must be placed in the trash.

[Cloth Face-Covering per CDC](#)

Correct use of face-covering

- Wash hands before putting on face-covering
- Place it over the nose and mouth and secure it under the chin
- Fit it snugly against the sides of the face
- Ensure you can breathe easily
- Avoid touching the face

Removal of face-covering

- Untie the strings behind the head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine (learn more about [how to wash cloth face coverings](#))
- Be careful not to touch the eyes, nose, and mouth when removing
- Wash hands immediately after removing the face-covering

Social Distancing

- All employees, students, visitors, and guests are expected to maintain a distance of six feet (about two arms' length) physical/social distance from each other, as much as practical. Workspaces and classrooms should be adjusted to maintain the six-foot separation, or utilize staggered schedules to minimize contact.

[Social Distancing per CDC](#)

Handwashing

Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60 percent alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

[Handwashing Protocol per CDC](#)

Coughing/Sneezing

Cover coughs and sneezes with a tissue or use the inside of your elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.

Cleaning/Disinfecting

College employees are to follow the procedures below to maintain a clean and disinfected campus environment.

- Facilities Management will maintain hand-sanitizer stations at major building entrances, elevator locations, and high-traffic areas.
- Facilities Management will assess mechanical, electrical, plumbing, and monitoring systems before reopening of buildings.
- Custodial staff will clean classrooms, restrooms, common areas, and high touch workspaces based on CDC guidelines
- Equip classrooms with hand sanitizers.
- Each school/department is to designate a staff member to ensure that hand sanitizers, cleaning, and disinfecting supplies are available for classrooms and offices. Submit a consolidated request by school/department, to Randy Kiah at rkiah@reynolds.edu. Due to supply-chain demands, amounts are subject to availability.
- All employees should wipe down commonly used surfaces before use with disinfecting wipes or sprays for use against COVID-19 and are appropriate for the surface. This includes any hard surfaces, desk phones, personal desks or tables in offices and shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, refrigerators, microwaves, coffee makers, desks and tables, light switches, door knobs, etc.).
- Use alcohol based wipes containing at least 70% alcohol for electronics, such as computers, copiers, tablets, touch screens, keyboards, and remote controls. Facilities Management will supply departments with

disinfectant spray bottles and paper towels until alcohol wipes are available. **Disinfectant sprays, including any wipes which contain bleach are not to be sprayed directly on electronic equipment.** Due to supply-chain demands, supplies are subject to availability.

[Cleaning and Disinfecting Protocols per CDC](#)

Meeting Rooms (*Inventory of conf. room and capacity forthcoming*)

Where feasible, hold meetings virtually by using the extensive range of available collaboration tools (e.g., Zoom, Microsoft Teams, telephone, etc.). Face-to-face meetings are subject to the restrictions of local, state, and federal orders. In Phase 2, they are limited to 50 percent of a room's capacity, assuming individuals can still maintain 6 feet of separation for social distancing. All attendees are to wear a face-covering while sharing space in a meeting room. If there is sufficient room to ensure social distancing, face-coverings may be removed. **Do not serve food at meetings.**

Even while on campus, you are encouraged to communicate with each other by utilizing email, telephone, or other available technology rather than face-to-face.

Common/Community Areas, Library and Auditoriums

Common areas, libraries, and the auditoriums will remain closed. Students are to leave the campus after their classes end. An exception is for students who have special permission from the School Dean to stay on campus and use a classroom for an online class scheduled right after their face-to-face class. They are to leave the campus after they complete their online class.

Campus Store

The campus store is only open for online order pickup and rental returns.

- Parham Road Campus: Students should go to the shipping/receiving door at the backside of Georgiadis Hall.
- Downtown Campus: The campus store will provide directions and guidance in the student's confirmation email.

Current operation hours:

- Monday through Thursday: 9:00 am – 3:00 pm
- Friday: 9:00 am – 1:00 pm

Drinking Fountains

Water bottle filling stations may be used. Individuals are encouraged to bring personal beverages and should avoid using drinking fountains.

Ventilation

Where possible, office doors should remain open to provide additional ventilation as well as reducing the frequency of touching door handles. Do not use heaters within workspaces.

Elevators

Limit the use of elevators where possible to avoid proximity with others in a confined space. If possible, avoid touching the elevator buttons with your exposed hand/fingers. If unavoidable, wash your hands or use alcohol-based hand sanitizers.

Elevator capacity guidelines, according to the Virginia Department of Human Resources "*Safe Workplaces: Guidance for State Agency Leaders in Response to the COVID-19 Pandemic and Enhanced Safety Measures*", limits no more than three individuals in an elevator at a time depending on the size. Recommended elevator capacity is below:

- DTC Elevators – A maximum of 3 individuals per elevator
- BH/GH/WDCG – A maximum of 2 individuals per elevator
- LTC – A maximum of 3 individuals per elevator
- GC – A maximum of 1 individual per elevator
- The Kitchens - TBD

Public Transportation

If you take public transportation, wear a face covering before entering the bus and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use an alcohol-based hand sanitizer as soon as possible and before removing your face covering.

Travel

If possible, avoid carpooling with other employees in state vehicles. If there is another individual in the vehicle, all occupants should wear a face-covering. A face-covering will not need to be worn if it impedes vision, if the individual has a medical accommodation, or if it creates an unsafe condition.

Individuals on personal travel should follow federal CDC guidelines and health department guidelines regarding isolation after travel.

[Travel Guidelines per CDC](#)

VIII. Parking

Employees and students may park in the DTC student parking deck and access the building entrance closest to the parking deck. The Navy Hill parking deck is also open to employees. Parking in other campus locations is in open lots.

IX. Guidelines for Entering Buildings

Employees who have a college ID card that allows building access with a proximity card (prox card) reader can access buildings which are not closed. Employees who do not have building access with the use of the proximity card reader must receive approval from their supervisor to access the building. The supervisor must contact Chief of Police Paul Ronca or his designee to request access and copy Randy Kiah at rkiah@reynolds.edu in Facilities Management.

Students can only access the building where their classes are located. They are to go directly to their classes and leave the building after their classes are over. Common areas are not open for use. Students who have permission from their School Dean to use a designated classroom for an online class scheduled directly after their face-to-face class must go directly to the designated classroom, and leave the building after the class is over.

Any invited visitors, i.e., contractors, finding it necessary to visit any campus buildings must first obtain permission and have an appointment. The supervisor must contact the Chief of Police Paul Ronca, or his designee to request access, and copy Randy Kiah at rkiah@reynolds.edu in Facilities Management.

CCWA students enrolled in scheduled classes on campus require an appointment to enter college building. All potential students and students on campus to take a skill assessment or for other instructional activities other than classes also require an appointment and are directed to proceed in the most direct route to their appointment/class and to avoid extraneous travel. Notification of CCWA classes are to be sent to the individuals below:

- Amy Bradshaw, VP of Finance and Administration
 - abradshaw@reynolds.edu
- Mike Verdu, Director of Facilities
 - mverdu@reynolds.edu
- Randy Kiah, Facilities Manager
 - rkiah@reynolds.edu
- Paul Ronca, Chief of Police
 - pronca@reynolds.edu

Entry Points

Downtown Campus

- Parking Deck entrance

Goochland Campus

- Main entrance of building C01 (closest to the Greenhouses)

- Main entrance of building C20

Parham Road Campus

- Burnette Hall (BH) – enter through the GH/BH plaza doors Prox card reader not available
- Georgiadis Hall (GH) – enter through doors with Prox card access
- Massey Library and Technology Center (LTC) – accessible for IT staff via Prox card entrance at the Triangle (right side facing the building)
- Workforce Development and Conference Center (WDCC) – enter through the rear employee door – Prox card access only
- CCWA students and invited visitors – escorted by CCWA staff at the CCWA entrance in the WDCC

The Kitchens

- Main entrance

Note: *persons with disabilities or those needing assistance accessing buildings should contact Campus Police at 523-5219.*

Classes and Labs

If the class is currently a lecture class and does not have a laboratory, clinical, or hands-on component, it will be conducted online. CCWA contract courses in which the contractor or student population demands at least some coursework may have face-to-face classes.

Beginning June 25, 2020, laboratory and hands-on components of classes will be held on campus with the clinical part held off-campus, i.e., a hospital. During the face-to-face component, face-covering, social distancing, and other mitigation efforts are required. Students will be given guidance by their Instructor to sign a Student Health Safety Agreement prior to attending classes.

Individual classes and essential workforce training programs requiring students to complete clinical laboratory or hands-on assignments from the spring semester may have an alternate opening date, and instructors teaching those classes will reach out to students.

Class Capacity

Manage class capacity to ensure the 6 feet separation to ensure social distancing. Depending on the size of the room, consider blocking off every other seat in the classroom, skipping rows, and limiting capacity to 10 students in a normal-sized classroom, or utilize a larger classroom for additional capacity. Please consult with Mike Verdu, Director of Facilities Management and Planning at mverdu@reynolds.edu, to determine the size of your classroom for the possibility of expanding your classroom capacity.

Building Hours

Downtown Campus

- Monday through Thursday: 6:30 am – 10:00 pm
- Friday and Saturday: 6:30 am – 5:00 pm

Goochland Campus

- Building C01 (Horticulture class)
 - July 7 and 14: 7:30 am – 3:00 pm
- Building C20 (CDL class)
 - Monday through Friday from July 13 through August 21: 7:30 am – 5:30 pm

Parham Road Campus

- Burnette Hall (BH)
 - Tuesday and Wednesday: 7:30 am – 5:00 pm
- Georgiadis Hall (GH)
 - Monday through Thursday: 8:00 am – 9:00 pm
 - Friday: 8:00 am – 5:00 pm
- Massey Library and Technology Center (LTC)
 - Accessible only for IT staff via prox card entrance at the Triangle (right side facing the building).
- Workforce Development and Conference Center (WDCC)
 - Monday through Thursday: 8:00 am – 9:00 pm
 - Friday: 8:00 am – 5:00 pm

The Kitchens

- Monday through Thursday: 7:30 am – 5:00 pm (TBD)
- Friday: 8:00 am – 5:00 pm (TBD)

- TBD – Building will be open to accommodate the Culinary students and construction related work.

Signage

Social distancing and handwashing signage will be posted around the campus and other college-controlled locations.

X. References for Developing the Plan

[Centers for Disease Control and Prevention \(CDC\). Considerations for Institutes of Higher Education. May 21, 2020 \(Revised May 30, 2020\).](#)

[Commonwealth of Virginia, Executive Order 63 \(May 26, 2020\).](#)

[Kuali Ready. Higher Ed Return to Campus Guide: COVID-19 Phase II. 2020. kuali.co.](#)

Forward Virginia, a Blueprint for Easing Public Health Restrictions. May 4, 2020

Virginia Department of Human Resource Management: Safe Workplaces: Guidance for State Agency Leaders in Response to the COVID-19 Pandemic and Enhanced Safety Measures. May 13, 2020

Disclaimer: The information provided does not constitute legal or medical advice, and while College leadership continuously strives to maintain a safe and healthy campus environment, it is unable to guarantee anyone's safety.